

The City of Hillsboro is accepting applications from current Master's in Library Science students for a summer Intern position at the Brookwood Library. Reporting to the Youth Services Librarian Supervisor, this position is responsible for assisting with variety of library functions, including community programming. This Library Intern position is a temporary, part-time 10-15 hour/week internship. Hours may be scheduled on evenings and weekends. The Library will work with the intern's schedule to the best of our ability.

Compensation is \$17.39/hour. Resumes will be accepted until May 7, 2018.

Internship Process & Timeline:

May 7-15: Application, Interview & Selection Process

Late May - August: Internship

Internship Goal:

To provide a meaningful and important public service experience to a local library school student **and** provide the opportunity for the student to share their expertise and learning us.

General Description of Duties:

- Work with the Summer Reading committee to plan, implement, and coordinate the annual community-wide reading program
- Train and supervise volunteers to assist with the Summer Reading Program
- Evaluate the Summer Reading Program from both participant and staff perspectives and share that feedback and recommendations for improvement with supervisor
- Attend staff meetings and trainings
- Build professional network by connecting with librarians and youth services specialists
- With support and training, provide library service to patrons
- Assist with collection projects related to redesigning the Children's room in the library
- Promote a culture of teamwork and communication by working in collaboration and treating coworkers with respect and dignity and maintaining an open mind to diverse voices and ideas

The ideal candidate will:

- Have interest in learning more about the City and Public Service
- Have an interest in designing, delivering, and evaluating excellent summer learning opportunities to Hillsboro families
- Provide positive and effective customer service

Requirements:

- Must be a student currently studying in a Master's of Library Science program
- Must complete and pass criminal background check

How to Apply:

Submit letter of interest and resume by May 7, 2018:

In Person: City of Hillsboro Human Resources Department

Attn: Jessica Stark

150 E Main St. – 2nd floor Hillsboro, OR 97123

Email: jessica.stark@hillsboro-oregon.gov (Library Science Internship in subject line)

Questions? : Jessica Stark, City of Hillsboro Human Resources Department at

jessica.stark@hillsboro-oregon.gov

or at 503-681-6222

Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability, credit history or source of income. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.